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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 40
3 - 9 November 1960

DATE: 9 November 1960

I. SIGNIFICANT ITEMS

Nothing to report.

II. OTHER ACTIVITIES

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1. Mrs. [REDACTED] came home favorably impressed by the seminar in interviewing conducted by the American Management Association in New York from 2 through 4 November 1960. The speakers were stimulating, the course was well-organized, and the participants were enthusiastic. On the whole, the course met its goal of familiarizing students with techniques and uses of interviewing in industry, and Mrs. [REDACTED] gained some pertinent ideas on the subject of interviewing. She is preparing a training report which will set forth what she learned. JH

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2. Mr. [REDACTED] has arranged for two runnings of the OCR Vital Materials Instruction Course. Each running will have about 10 of the OCR key personnel, and will consist of two mornings of briefings on each division's vital materials holdings and their use, and two days at VMR working on problems in the recovery and use of these materials. The first running will be on the mornings of 15 and 16 November at headquarters, and all day on 21 and 22 November at VMR; the second running will be on the mornings of 29 and 30 November at headquarters and all day on 7 and 8 December at VMR. Two additional runnings are tentatively planned for spring.

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3. On 3 November Mr. [REDACTED] met with Mr. [REDACTED] ex-JOT and analyst in [REDACTED] in order to enlist his help in the propaganda analysis portion of the Intelligence Production Course. Because he is a graduate of the Production Course and a propaganda analyst with over a year's experience, Mr. [REDACTED] is in a position to offer suggestions likely to be suitable to the needs of the IPF in developing training in the field of propaganda analysis. He made a number of useful suggestions and has agreed to help in this portion of the Production Course.

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4. Mr. [REDACTED] delivered a lecture on the Intelligence Community and conducted two review seminars during the Special Security Officers Orientation Course.

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